

**CITY OF BEAVERTON**

Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- ZONING MAP AMENDMENT

PLEASE SELECT THE SPECIFIC TYPE OF ZONE CHANGE FROM THE FOLLOWING LIST:

- | | |
|---|---|
| <input type="checkbox"/> TYPE THREE QUASI-JUDICIAL ZONING MAP AMENDMENT | <input type="checkbox"/> TYPE FOUR LEGISLATIVE ZONING MAP AMENDMENT |
| <input type="checkbox"/> TYPE ONE NON-DISCRETIONARY ANNEXATION RELATED ZONING MAP AMENDMENT | <input type="checkbox"/> TYPE THREE DISCRETIONARY ANNEXATION RELATED ZONING MAP AMENDMENT |

APPLICANT: Use mailing address for meeting notification.

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE:

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed.

Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

AREA TO BE DEVELOPED (s.f.): _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

PRE-APPLICATION DATE: _____



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ZONING MAP AMENDMENT

ZONING MAP AMENDMENT SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS-

REQUIRED FOR ALL ZONING MAP AMENDMENT APPLICATIONS

- ☐ **A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide one (1) **completed** copy of this three (3) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Provide a detailed description of the proposed zoning map amendment request.

The written statement shall:

- ☐ Address all applicable provisions of Chapter 20 (Land Uses).
- ☐ Specify the purpose of the zoning map amendment request, why it is being proposed and what the intended result of the amendment request is.
- ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria identified in Section 40.97. of the City's *Development Code* (ORD 2050), attached.

- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.

- ☐ **E. SITE ANALYSIS INFORMATION:**

- ☐ Existing Zoning Map Designation:_____ ☐ Site Area:_____(sq.ft.)
- ☐ Zoning Designation of Abutting
Property(ies):_____ ☐ Proposed Zoning Map Designation:_____

- ☐ **F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

- ☐ **G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

- ☐ **H. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS – REQUIRED FOR ALL ZONING MAP AMENDMENT APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information, as indicated:

- ☐ **A. EXISTING CONDITIONS PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. Vicinity map.
 - ☐ 3. The entire lot(s), including area and property lines dimensioned.
 - ☐ 4. Existing zoning designation of the property(ies).
 - ☐ 5. Points of existing access, interior streets, driveways, and parking areas.
 - ☐ 6. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - ☐ 7. Existing right-of-way and improvements.
 - ☐ 8. Dimension from centerline to edge of existing right-of-way.
 - ☐ 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - ☐ 10. Location of existing public and private utilities, easements, and 100-year floodplain.

- ☐ **B. DIMENSIONED SITE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
 - ☐ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - ☐ 3. Proposed zoning designation of the property(ies).
 - ☐ 4. Points of access, interior streets, driveways, and parking areas.
 - ☐ 5. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - ☐ 6. Rights-of-ways, dedications and improvements.
 - ☐ 7. Dimension from centerline to edge of rights-of-ways.
 - ☐ 8. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.

I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 3 QUASI-JUDICIAL ZONING MAP AMENDMENT - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Quasi-Judicial Zoning Map Amendment shall address compliance with all of the following Approval Criteria as specified in 40.97.15.1.C.1-12 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Quasi-Judicial Zone Change application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal conforms with applicable policies of the City's Comprehensive Plan.
- ☐ 4. All critical facilities and services are available or can be made available to an adequate capacity to serve the site and uses allowed by the proposed zoning designation.
- ☐ 5. Essential facilities and services are available or can be made available to serve the site and uses allowed by the proposed zoning designation.
- ☐ 6. The proposal is or can be made to be consistent with all applicable provisions of Chapter 20 (Land Uses).
- ☐ 7. In addition to the criteria stated in Section 40.97.15.1.C.1 through 4, above, the following criteria shall apply to Quasi-Judicial Zone Change which would change the zone designation to the Convenience Service (C-V) zoning district.
 - a. There is a public need for the proposal and that this need will be served by changing the zoning district classification of the property in question as compared with other available property.
 - b. The public interest is best carried out by approving the proposal at this time.
- ☐ 8. The proposal shall include a Traffic Impact Analysis that meets the requirements of 60.55.20. The analysis shall demonstrate that development allowed under the proposed zoning can meet the requirements of 60.55.10.1, 60.55.10.2, 60.55.10.3, and 60.55.10.7. The analysis shall identify the traffic impacts from the range of uses allowed under the proposed zoning and demonstrate that these impacts can be reasonably mitigated at the time of development.

- ☐ 9. As an alternative to 40.97.15.1.C.8 the applicant may provide evidence that the potential traffic impacts from the development under the proposed zoning are no greater than potential impacts from development under existing zoning.
- ☐ 10. In cases where the Comprehensive Plan identifies more than one zone to implement the applicable Land Use map designation, the applicant is to demonstrate how the proposal conforms with applicable District Requirements of the zone(s) subject to Quasi-Judicial Zoning Map Amendment consideration.
- ☐ 11. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 12. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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TYPE 4 LEGISLATIVE ZONING MAP AMENDMENT - APPROVAL CRITERIA

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An applicant for a Legislative Zoning Map Amendment shall address compliance with all of the following Approval Criteria as specified in 40.97.15.2.C.1-9 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Legislative Zone Change application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal conforms with applicable policies of the City's Comprehensive Plan.
- ☐ 4. All critical facilities and services are available or can be made available to an adequate capacity to serve the site and uses allowed by the proposed zoning designation.
- ☐ 5. Essential facilities and services are available or can be made available to serve the site and uses allowed by the proposed zoning designation.
- ☐ 6. The proposal is or can be made to be consistent with all applicable provisions of Chapter 20 (Land Uses).
- ☐ 7. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.
- ☐ 9. In addition to the criteria stated in Section 40.97.15.1.C.1 through 4, above, the following criteria shall apply to a Legislative Zoning Map Amendment which would change the zone designation to the Convenience Service (C-V) zoning district.
 - a. There is a public need for the proposal and that this need will be served by changing the zoning district classification of the property in question as compared with other available property.
 - b. The public interest is best carried out by approving the proposal at this time.



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TYPE 1 NON-DISCRETIONARY ANNEXATION RELATED ZONING MAP AMENDMENT - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Non-Discretionary Annexation Related Zoning Map Amendment shall address compliance with all of the following Approval Criteria as specified in 40.97.15.3.C.1-5 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Non-Discretionary Annexation Related Zone Change application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposed zoning designation is consistent with the Washington County - Beaverton UPAA.
- ☐ 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



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TYPE 3 DISCRETIONARY ANNEXATION RELATED ZONE MAP AMENDMENT - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Discretionary Annexation Related Zoning Map Amendment shall address compliance with all of the following Approval Criteria as specified in 40.97.15.4.C.1-5 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Discretionary Annexation Related Zone Change application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposed zoning designation most closely approximates the density, use provisions, and development standards of the Washington County designation which applied to the subject property prior to annexation.
- ☐ 4. The proposed zoning designation is consistent with any guidance contained within the UPAA concerning the application of non-specified zoning district designations.
- ☐ 5. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.